MAAN Steering Committee Meeting
September 29, 2017

Social Committee Ideas (Leslie Durham)
• Idea: Service attached to social events. Productivity and socialization!
  o i.e. Possible clothing drive for Women Giving Back for fall. Meet at an eatery to sort for donations from 4-5pm.
  o Everyone seemed to like it!
• Moving Forward:
  o Send something out to list serve
  o Explore a new organization each semester (i.e. Pop up pantry, military organizations, elderly in need, etc.)
  o May use student populations as theme (i.e. veterans)
  o Possible use for volunteer hours

Picture Idea
• Is it time for an update!
  o Before the next steering committee meeting in front of George Mason statute
  o Wear MAAN t-shirts.
  o Open to all MAAN folks.
• Our fearless co-chairs will work on getting a photographer.

Financial Plan
• Process & Timeline
  o Please take these to your units for approval in the next three weeks.
  o Letters Contain: Summary of initiatives, list of accomplishments and what MAAN hopes to do in the future, and monetary request (request is for an amount each year for the next three years).
  o Process: Provost’s office does all the financial transfers. Departmental approval is required for those transfers. The Provost’s office will send a courtesy email letting units know about transfers each year. The Provost’s office likes to do the transfers all at once because it is complicated otherwise.
• Reach out to MAAAN co-chairs with questions.
• Let Lori Yi know once you have a confirmation from your units.

SSC Campus
• Using the scheduling feature? How is it going?
  o School of Business is using it for appointments and has been working well for the front desk. A lot of work on the front end for advisors in
setting up appointment times. Effective in getting students involved in the process.

- School of Business takes notes for every student. It is unique to the advisors and it is an expectation for advisors that they take notes (in Sales Force).
- New Century College trying to figure out best practices with note taking and attaching worksheets (with the amount of time available during appointments). Especially during advising rush leading up to registration.
- CAART notes are invaluable for the advising process. So they know who else on campus the students are meeting with.
- Health and Human Services: all note taking and appointments in SSC in the next few weeks. Including faculty advisors. Front desk will put appointments in SSC for walk-ins.

- General Info and Updates
  - If a student has two no-shows in a two week period SSC will not let the student schedule schedule for 2 more weeks.
  - If you minimize the report you will need to reenter location. This is a bug that has been reported.
  - Birth dates are all protected information and will not display correctly. The date will always be wrong.
  - Sales Force data can now be put into SSC. Still working out automation.
  - Last week the degree works notes went into SSC. Ideally it will be on a more consistent basis. Degree Works will not accept notes from other systems.
  - Customization of the comment screen has been submitted as an enhancement suggestion and it is a common request. This may come in a future release.
  - November is the next deadline for continuing with this product, which would be a 5 year commitment and would include “guide” (the mobile option). Oct 3 10:30-12noon, Oct 9th 2:30-4pm are demos for “guide.” 2018 would include a degree planning tool update (“navigate”). NOVA already uses the navigate product as a beta tester. All of VCCS will adopt navigate.
  - Possible training for reporting feature at the end of the semester. Waiting for some updates on software for these trainings.
  - Please keep suggestions coming to the CAART office re: SSC enhancement and questions.

**Part of Term Courses** (Sara Montiel)
- If a student registers for a second part of term course they do not pay a late registration fee. This is for currently enrolled students.

**International Students** (Smriti Kansal)
Due to lateness in registration and placement tests is there a way to get international students registered earlier to get them into classes appropriate for their major? Possible solutions:
  - Once they confirm with Mason get students to start the pre-algebra tutorial online (which takes 2 weeks). The test is supposed to happen in person. Is it possible for it to be proctored?
  - Get them signed up for MATH 105, into engineering 107, and mason core courses. This would give them a better start to their schedule.
  - This option is in initial stages and could be expanded to other student’s whose schedule hinges on MATH 113. Hopefully something will be in place for next summer.

External Committees
  - CUE
    - In the context of the 12-month calendar cycle with multiple starts of term that need to end at the same time faculty would like to keep January sacred and start the semester after MLK day.
    - Mason Core has never been fully assessed and is now undergoing that process. Provost for Undergraduate Education is overseeing this process.
    - Change to paperwork that athletes will give to faculty starting 2018. Will include home and away games.
  - Orientation Stakeholders
    - Dates have been issued internally
    - Highlight: Pilot session that is a transfer and freshmen overlapped session. The goal is to increase Orientations due to more incoming students.
  - Academic Advising Council
    - Largest transfer and freshmen class ever. 6,555 new students!
  - APAC
    - Has not meet yet
    - Course repeat is on faculty senate agenda

Internal Committees
  - AMP
    - Brown bag event at the start of the semester. Next brown bag: How to survive during peak advising?
    - Working on upcoming winery visit date.
  - RAW
    - Is happening next week (first week of October).
    - RAW will also be at Sci Tech this year
    - Doing assessment this year!!!
      - Coincides with Patriot Success survey (one overlapping question). Trying to capture if they have an appointment set up with advisor and if no if they will be. If yes, a few other follow
up questions (i.e. how many times they have meet with their advisor).

- **LOL**
  - Bachelor/Accelerated Masters Programs
  - Students will no longer need to inquire but can just apply. All advisors are a primary reference for these students. It will stop the application process if the advisor selects no. The system cannot vet who the appropriate advisor is for advisor approval for now.
  - Freshmen can indicate their interest in accelerated masters but it isn’t a formal indication. This should happen in the next few weeks and will happen fully in the next cycle.

- **Social Committee**
  - Coffee Connect next Friday morning at the new Dunkin Donuts.

- **MAC**
  - Advising 101 – 25 people
  - Majority of sessions are full and have wait list
  - Working on January sessions
  - November will have dates for spring semester

**Misc**

- Advising with NOVA (Wayne Adams) – goal is to increase transparency between institutions.
  - Ask to see if NOVA advisor can visit MAAN. Specifically the transfer councilors.
  - Let them know about the agenda early if possible?
  - Front load meetings with information appropriate to the NOVA advisor?

- Mark your calendars:
  - VCCS Advising Symposium
  - Friday, December 15th
  - Topic: Advance
  - For NOVA + Mason advisors only